

# Community Use of Public Facilities

## MISSION STATEMENT

The mission of the Office of Community Use of Public Facilities (CUPF) is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community's needs without disrupting the instructional program of the Montgomery County Public Schools.

## BUDGET OVERVIEW

The total recommended FY06 Operating Budget for the Office of Community Use of Public Facilities is \$7,100,750, an increase of \$775,690 or 12.3 percent from the FY05 Approved Budget of \$6,325,060. Personnel Costs comprise 27.5 percent of the budget for 25 full-time positions and two part-time positions for 26.0 workyears. Operating Expenses and Capital Outlay account for the remaining 72.5 percent of the FY06 budget.

## HIGHLIGHTS

- ❖ **Expand CUPF's meeting room options to include Regional Services Centers facilities.**
- ❖ **Productivity Enhancements**
  - **Upgraded CUPF's web site to allow users to easily identify and view ballfields and high school auditoriums, gyms, and cafeterias.**
  - **Implemented an online registration, application, and permit process for community users of indoor school space.**
  - **Introduced a new application form for ballfields that provides leagues with a listing of their previous use to facilitate the submission of new requests.**

## PROGRAM CONTACTS

Contact Sharon Gran of the Office of Community Use of Public Facilities at 240.777.2713 or Charles Goldsmith of the Office of Management and Budget at 240.777.2779 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

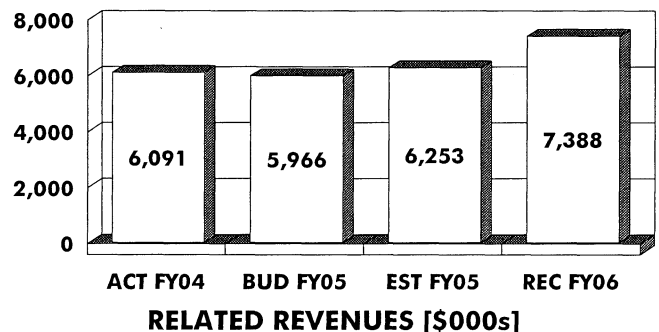
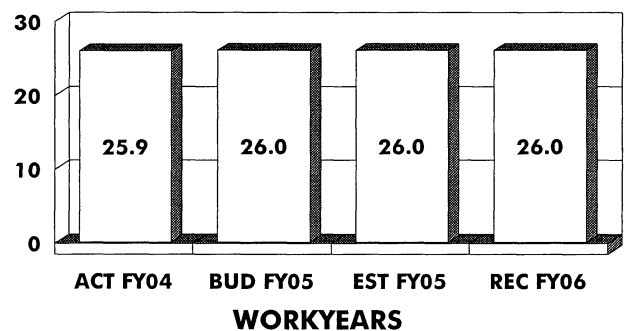
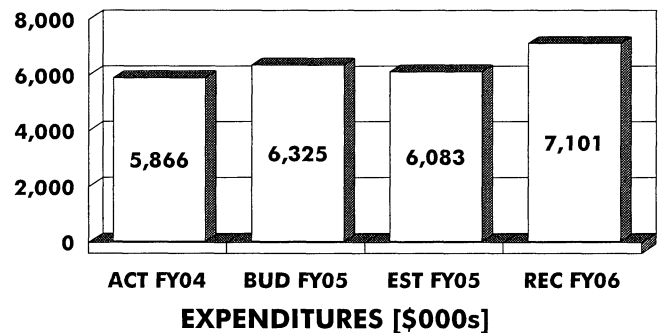
### Community Access to Public Space

This program provides community organizations and public agencies with access to public schools and government facilities for community services, programs, and events. Services performed by staff in support of this function include: user education training; centralized scheduling of schools, libraries, Regional Service Centers, and County government meeting

## Program Summary

	Expenditures	WYs
Community Access to Public Space	7,100,750	26.0
Totals	7,100,750	26.0

## Trends



---

rooms; managing on-line customer facility requests; administering connectivity to the facility database for school and County staff; information and referral; and problem and conflict resolution. Working with MCPS staff, PTAs, and community-based committees in the implementation and review of facility use policies and procedures is an integral component of this program.

This program also provides general management and staff support to the Interagency Coordinating Board, which is CUFP's policy-making authority, and its Citizens' Advisory Committee; and administration for community use operations, including financial processes and budgeting for the Community Use Enterprise Fund.

***FY06 Recommended Changes***

	<b>Expenditures</b>	<b>WYs</b>
<b>FY05 Approved</b>	<b>6,325,060</b>	<b>26.0</b>
<b>FY06 CE Recommended</b>	<b>7,100,750</b>	<b>26.0</b>

## BUDGET SUMMARY

	Actual FY04	Budget FY05	Estimated FY05	Recommended FY06	% Chg Bud/Rec
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,272,856	1,406,130	1,360,070	1,470,120	4.6%
Employee Benefits	382,486	442,950	430,050	480,490	8.5%
<b>Community Use of Public Facilities Personnel Costs</b>	<b>1,655,342</b>	<b>1,849,080</b>	<b>1,790,120</b>	<b>1,950,610</b>	<b>5.5%</b>
Operating Expenses	4,210,219	4,475,980	4,292,840	5,138,620	14.8%
Capital Outlay	0	0	0	11,520	—
<b>Community Use of Public Facilities Expenditures</b>	<b>5,865,561</b>	<b>6,325,060</b>	<b>6,082,960</b>	<b>7,100,750</b>	<b>12.3%</b>
<b>PERSONNEL</b>					
Full-Time	25	25	25	25	—
Part-Time	2	2	2	2	—
Workyears	25.9	26.0	26.0	26.0	—
<b>REVENUES</b>					
General User Fees	6,068,750	5,866,440	6,151,890	7,230,540	23.3%
Ballfields	0	67,500	60,900	97,500	44.4%
Investment Income	22,542	32,200	40,400	60,000	86.3%
<b>Community Use of Public Facilities Revenues</b>	<b>6,091,292</b>	<b>5,966,140</b>	<b>6,253,190</b>	<b>7,388,040</b>	<b>23.8%</b>

## FY06 RECOMMENDED CHANGES CROSSWALK

	Expenditures	WYs
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>		
<b>FY05 ORIGINAL APPROPRIATION</b>	<b>6,325,060</b>	<b>26.0</b>
<b><u>Changes (with service impacts)</u></b>		
Eliminate: Reimbursement to MCPS for elections	-94,730	0.0
<b><u>Other Adjustments (with no service impacts)</u></b>		
Restore: Balance of reimbursement to MCPS for utilities	596,760	0.0
Increase Cost: Reimbursements to MCPS based on the CPI	85,040	0.0
Increase Cost: Annualization of FY05 Operating Expenses	71,240	0.0
Increase Cost: FY06 Compensation	63,010	0.0
Increase Cost: FY06 Group Insurance Rate Adjustments	20,180	0.0
Increase Cost: FY06 Retirement Rate Adjustments	13,650	0.0
Increase Cost: New office file server	6,130	0.0
Increase Cost: New web/application server	5,390	0.0
Increase Cost: Annualization of FY05 Personnel Costs	4,690	0.0
Increase Cost: Records management/imaging fee as outlined in the MARC letter	2,700	0.0
Increase Cost: Chargeback for postage	1,630	0.0
<b>FY06 RECOMMENDATION:</b>	<b>7,100,750</b>	<b>26.0</b>

## FUTURE FISCAL IMPACTS

Title	CE REC. FY06	FY07	FY08	(S000's) FY09	FY10	FY11
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COMMUNITY USE OF PUBLIC FACILITIES</b>						
<b>Expenditures</b>						
<b>FY06 Recommended</b>	<b>7,101</b>	<b>7,101</b>	<b>7,101</b>	<b>7,101</b>	<b>7,101</b>	<b>7,101</b>
No inflation or compensation change is included in outyear projections.						
<b>Elimination of One-Time Items Recommended in FY06</b>	<b>0</b>	<b>-13</b>	<b>-13</b>	<b>-13</b>	<b>-13</b>	<b>-13</b>
Items recommended for one-time funding in FY06, including new servers and part of the records management fee, will be eliminated from the base in the outyears.						
<b>Labor Contracts</b>	<b>0</b>	<b>90</b>	<b>106</b>	<b>106</b>	<b>106</b>	<b>106</b>
These figures represent the annualization of FY06 increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustment and service increments) for personnel are included for FY07 and beyond.						
<b>CUPF Transfer to MCPS for Elections</b>	<b>0</b>	<b>197</b>	<b>101</b>	<b>103</b>	<b>0</b>	<b>212</b>
MCPS is compensated through CUPF for costs associated with general and primary elections held in school facilities. CUPF receives offsetting revenues from the General Fund for this purpose.						
<b>Increase in Utility Reimbursements to MCPS</b>	<b>0</b>	<b>247</b>	<b>254</b>	<b>260</b>	<b>266</b>	<b>273</b>
These amounts reflect the projected future cost of reimbursing MCPS for utilities as approved by the ICB.						
<b>Subtotal Expenditures</b>	<b>7,101</b>	<b>7,622</b>	<b>7,548</b>	<b>7,557</b>	<b>7,460</b>	<b>7,680</b>

FY06-11 PUBLIC SERVICES PROGRAM: FISCAL PLAN			COMMUNITY USE OF PUBLIC FACILITIES				
FISCAL PROJECTIONS	FY05 ESTIMATE	FY06 REC	FY07 PROJECTION	FY08 PROJECTION	FY09 PROJECTION	FY10 PROJECTION	FY11 PROJECTION
<b>ASSUMPTIONS</b>							
Indirect Cost Rate	14.32%	12.60%	12.60%	12.60%	12.60%	12.60%	12.60%
CPI (Fiscal Year)	2.8%	2.6%	2.6%	2.6%	2.5%	2.5%	2.6%
Investment Income Yield	2.2%	3.0%	3.8%	4.3%	4.7%	5.0%	5.3%
Potential Rate Increase Pending ICB Approval	0.0%	0.0%	0.0%	3.0%	0.0%	0.0%	0.0%
<b>BEGINNING CASH BALANCE</b>	<b>2,310,020</b>	<b>2,298,310</b>	<b>2,356,040</b>	<b>1,995,000</b>	<b>1,843,960</b>	<b>1,704,440</b>	<b>1,566,230</b>
<b>REVENUES</b>							
Charges For Services	6,212,790	7,328,040	7,328,040	7,544,960	7,544,960	7,544,960	7,544,960
Miscellaneous	40,400	60,000	80,000	100,000	120,000	130,000	140,000
<b>Subtotal Revenues</b>	<b>6,253,190</b>	<b>7,388,040</b>	<b>7,408,040</b>	<b>7,644,960</b>	<b>7,664,960</b>	<b>7,674,960</b>	<b>7,684,960</b>
<b>INTERFUND TRANSFERS (Net Non-CIP)</b>	<b>(181,940)</b>	<b>(229,560)</b>	<b>(63,770)</b>	<b>(161,910)</b>	<b>(159,690)</b>	<b>(262,920)</b>	<b>(50,460)</b>
<b>TOTAL RESOURCES</b>	<b>8,381,270</b>	<b>9,456,790</b>	<b>9,700,310</b>	<b>9,478,050</b>	<b>9,349,230</b>	<b>9,116,480</b>	<b>9,200,730</b>
<b>PSP OPER. BUDGET APPROP/ EXP'S.</b>							
Operating Budget	(6,082,960)	(7,100,750)	(7,100,750)	(7,100,750)	(7,100,750)	(7,100,750)	(7,100,750)
Labor Agreement	n/a	0	(89,770)	(106,040)	(106,040)	(106,040)	(106,040)
Annualizations and One-Time	n/a	n/a	12,870	12,870	12,870	12,870	12,870
Utility reimbursement to MCPS	n/a	n/a	(247,130)	(253,560)	(259,900)	(266,400)	(273,330)
Increase in other reimbursements based on CPI	n/a	n/a	(83,430)	(85,600)	(87,740)	(89,930)	(92,270)
Elections	n/a	n/a	(197,100)	(101,010)	(103,230)	0	(212,460)
<b>Subtotal PSP Oper Budget Approp / Exp's</b>	<b>(6,082,960)</b>	<b>(7,100,750)</b>	<b>(7,705,310)</b>	<b>(7,634,090)</b>	<b>(7,644,790)</b>	<b>(7,550,250)</b>	<b>(7,771,980)</b>
<b>TOTAL USE OF RESOURCES</b>	<b>(6,082,960)</b>	<b>(7,100,750)</b>	<b>(7,705,310)</b>	<b>(7,634,090)</b>	<b>(7,644,790)</b>	<b>(7,550,250)</b>	<b>(7,771,980)</b>
<b>YEAR END CASH BALANCE</b>	<b>2,298,310</b>	<b>2,356,040</b>	<b>1,995,000</b>	<b>1,843,960</b>	<b>1,704,440</b>	<b>1,566,230</b>	<b>1,428,750</b>
<b>END-OF-YEAR RESERVES AS A PERCENT OF RESOURCES</b>	<b>27.4%</b>	<b>24.9%</b>	<b>20.6%</b>	<b>19.5%</b>	<b>18.2%</b>	<b>17.2%</b>	<b>15.5%</b>
<b>Assumptions:</b> 1. The table reflects, for purposes of analysis only, a general rate increase of 3% in FY08. The ICB must review and approve any actual increases. 2. Change in interfund transfers reflects the election cycle and receipts from the General Fund to offset cost of free use. 3. Labor contract with the Municipal and County Government Employees Organization Local 1994 expires at the end of FY07.							
<b>Notes:</b> 1. Fund balance is calculated on a cash basis. 2. Fees and activity levels are adjusted to fund the approved service program and maintain an ending fund balance target of approximately 10% of resources. 3. These projections are based on the Executive's Recommended Budget and include negotiated labor agreements, the operating costs of capital facilities, the fiscal impact of approved legislation or regulations, and other programmatic commitments. They do not include inflation or unapproved service improvements. The projected future expenditures, revenues, and fund balance may vary based on changes to fee or tax rates, usage, inflation, future labor agreements, and other factors not assumed here.							

## COMMUNITY USE OF PUBLIC FACILITIES

**PROGRAM:**

Community Access to Public Space

**PROGRAM ELEMENT:**

 Centralized Scheduling of Indoor School Space<sup>a</sup>
**PROGRAM MISSION:**

To provide residents and community groups with easy access to school facilities at affordable rates; to ensure equitable allocation and use of school facilities; and to consolidate uses in facilities to reduce security monitoring and promote energy efficiencies

**COMMUNITY OUTCOMES SUPPORTED:**

- Affordable public space for the community to pursue leisure, religious, cultural, and academic activities
- Maximum access to school facilities for public use
- Diverse and fulfilling leisure activities
- Efficient use of public resources

**PROGRAM MEASURES**

	FY02 ACTUAL	FY03 ACTUAL	FY04 ACTUAL	FY05 BUDGET	FY06 CE REC
<b>Outcomes/Results:</b>					
Hours of centrally scheduled indoor community use (free and paid)	544,899	546,115	527,208	573,950	524,296
Total hours of scheduled indoor community use (free and paid)	582,500	609,011	568,497	613,140	551,890
Percentage of hours of indoor community use that were centrally scheduled	94	90	93	94	95
<b>Service Quality:</b>					
Percentage of customers satisfied with service <sup>b</sup>	91	76	94	95	95
Percentage of reported facility usage issues satisfactorily resolved	NA	66	79	75	80
<b>Efficiency:</b>					
Number of centrally scheduled bookings per scheduler workyear <sup>c</sup>	22,049	20,602	18,633	20,932	17,889
Percentage of indoor requests submitted online	NA	NA	19	NA	55
Percentage of total program costs recovered through fees <sup>d</sup>	92	85	100	95	100
<b>Workload/Outputs:</b>					
Number of customers/groups served	5,102	5,194	5,007	5,200	5,000
Number of user education training sessions held	47	73	55	62	50
Number of customers attending training	555	1,311	879	950	810
Number of scheduling issues reported to the Emergency Message Center	NA	307	366	300	300
Number of centrally scheduled bookings	194,035	191,594	180,737	207,230	175,315
Fees received for centrally scheduled facilities (\$000) <sup>d</sup>	4,168	4,252	5,419	5,597	6,696
<b>Inputs:</b>					
Workyears devoted to indoor scheduling <sup>e</sup>	8.8	9.3	9.7	9.9	9.8
Workyears devoted to managing school access to the scheduling database	0.7	0.8	0.75	NA	0.65
Expenditures - personnel (\$000) <sup>e</sup>	522	600	657	705	758
Expenditures - other program/staff costs (\$000) <sup>e</sup>	1,029	970	1,149	1,288	1,258
Expenditures - reimbursements to Montgomery County Public Schools (\$000)	<u>3,002</u>	<u>3,417</u>	<u>3,608</u>	<u>3,909</u>	<u>4,680</u>
Total program expenditures (\$000)	4,553	4,987	5,414	5,902	6,696

**Notes:**

<sup>a</sup>Elementary, middle, and three high schools are centrally scheduled at all times and the remaining high schools on weekends only.

<sup>b</sup>This data is collected through a voluntary survey. FY03 and FY04 actuals are based upon a very small sample. However, all correspondence received regarding the program's online request system for scheduling indoor space (implemented July 2003) has been extremely positive.

<sup>c</sup>There is no direct correlation between the number of bookings, degree of complexity (special accommodations), and extent of use (scheduled hours).

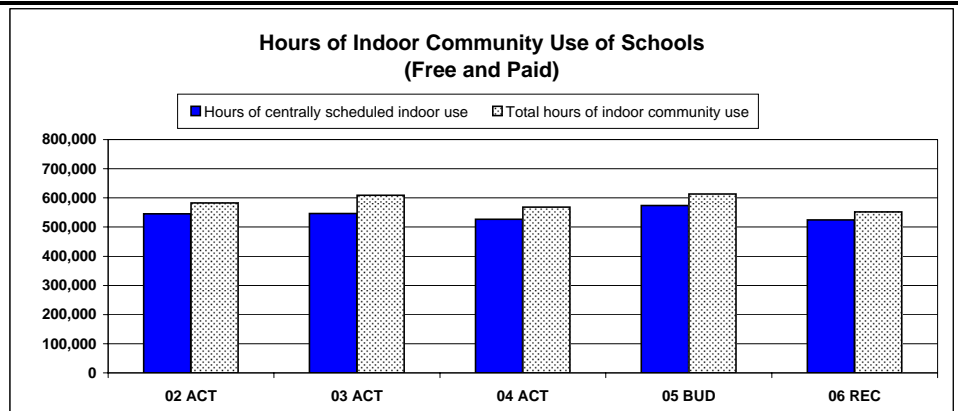
<sup>d</sup>A fee increase was implemented in FY04 to ensure cost recovery for this program. The FY06 revenues assume a new fee structure for schools that includes utilities in the base rental for all users. A slight reduction in hours of use is projected as a result of the new fee structure. The percentage of cost recovery is based only on the total program expenditures for centralized scheduling of schools shown under "Inputs" and excludes other functions handled by the office such as scheduling for libraries, Regional Services Centers, County government meeting rooms, and school fields; administrative support to the Interagency Coordinating Board; and after-school services prior to FY05.

<sup>e</sup>Workyears and personnel expenditures involve direct scheduling staff only. Personnel expenditures also include indirect costs (12.6% in FY06) paid to the General Fund. "Other program/staff costs" include expenditures for conflict and problem resolution handled by the Program Manager and the Director, as well as the cost of financial, computer, and other administrative support to this program.

**EXPLANATION:**

Room rental rates increased in FY04 for the first time in more than 10 years but, as expected, there was no impact on the paid hours of use. The 45% decline in free use hours in FY04 is attributable to the Interagency Coordinating Board's policy (effective in FY04) eliminating free use other than adult education ESOL classes (English for Speakers of Other Languages), school activities, and non-fee PTA activities.

A new fee structure to be implemented in FY06 will include utilities (heat as well as air conditioning) in the base rental fee. It is anticipated that there will be a slight decrease in paid hours during the first year of this new fee policy.



**PROGRAM PARTNERS IN SUPPORT OF OUTCOMES:** Montgomery County Public Schools.

**MAJOR RELATED PLANS AND GUIDELINES:** Chapter 44, Montgomery County Code; Interagency Coordinating Board resolutions and policies; Guidelines for Community Use of Public Facilities.